# E-rate Form 498 for Libraries

Lauren Abner April 26, 2018

# **Disclaimers**



- These instructions represent my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can come only from the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC).
- What I present today is correct to the best of my knowledge, but what you see in the E-rate Productivity Center may be different.

## What is the Form 498?

- Provides direct deposit information for Erate invoicing
- Required only for libraries that use Billed Entity Applicant Reimbursement (BEAR)
   Forms to receive funding after paying the full bill upfront

# **Benefits of Form 498**

- Only required once modify if banking information or contact person changes
- Reimbursement via direct deposit will happen in about 6 calendar days – it was about 30 days for the previous method

# Common 498 Questions

- Q: Must I file a Form 498 for each of my branches?
  - A: No. Your library system has a Billed Entity Number (BEN) that handles E-rate filing on behalf of all your branches. If you have one bank account where you want all E-rate reimbursement to be deposited, then you need only one form.
- Q: Can I submit multiple Forms 498 if I want to use two or more bank accounts for reimbursement?
  - A: Yes, you can file a different Form 498 for each bank account you want to reference on the BEAR form.
- Q: Can deposits be made directly to a savings account?
  - A: No. The deposits are coded for checking accounts only. You can transfer the funds to the library's savings account later.

# EPC Permissions for the 498

- EPC users with the Form 498 permission level of "General Financial Contact" can fill out the form but cannot certify it.
- EPC users with the Form 498 permission level of "School or Library Official" can both fill out and certify the form.
- See slides 9-12 for instructions on updating permission levels.

# Info you need

- Federal Employer Identification Number (EIN)
- FCC Registration Number this is part of your library system's profile in the E-rate Productivity Center and will autopopulate in the form
- DUNS Number see slide
- Banking info name of bank, transit (routing) number, and account number

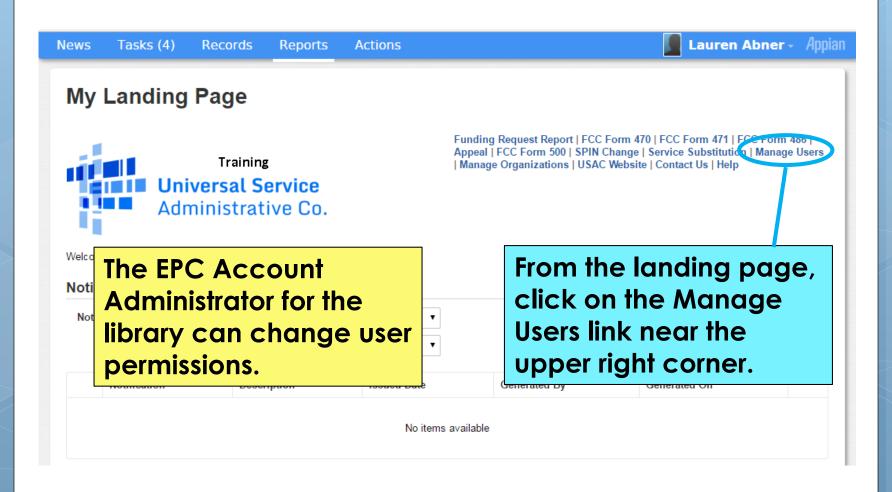
### **DUNS Numbers**

- Most libraries already have a data universal numbering system (DUNS) number assigned.
- Use the Dun & Bradstreet website to lookup, update, or request a DUNS number: <a href="http://www.dnb.com/duns-number.html">http://www.dnb.com/duns-number.html</a>
  - Call 866-990-5845 for assistance.

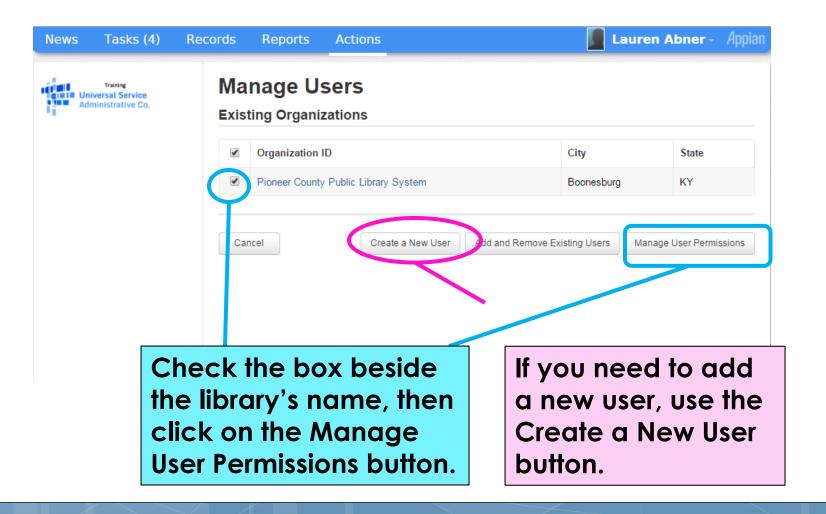
# **Updating User Permissions**

You may need to update permissions before starting or certifying a Form 498.

# **Account Admin Makes Changes**



# Manage User Permissions



### 498 Permission

#### **Manage User Permissions**

#### **Organization Details**

Name Pioneer County Public Library System

Address 100 Main Street

Mailing Address 100 Main Street

Boonesburg, KY 41700

Boonesburg, KY 41700

FCC Registration 0123456789

Organizatio

**Descriptions of the Form** 498 permission levels appear here.

#### User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various task functionality comes online.

- · Full rights users can start, complete, submit and certify forms.
- · Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves

Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.

Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.

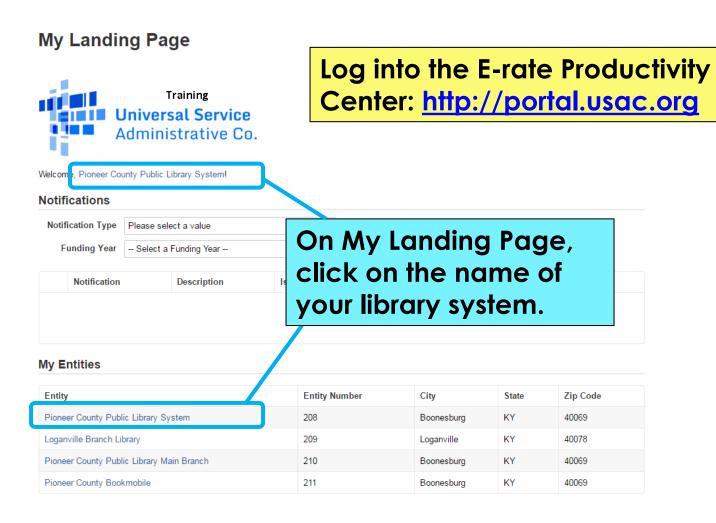
Pose-commitment Full and Partial rights user can start, complete, and submit spin change and service substitution requests, Post-commitment view Only rights can view the submitted spin change and Service Substitution requests.

Name	Email	Apply All	470 Permission	471 Permission	498 Permission	Post- Commitment Permission	486 Permission	Appeals Permission
Lauren Abner	library.system10.user1@mailinator.com	-	Full •	Full	School or Library Official 🔻	Full ▼	Full •	Full •
Susie Librarylady	susie.librarylady@mailinator.com	•	Full ▼	Full	School or Library Official 🔻	Full 🔻	Full •	Full 🔻
On the grid of user permissions					School or Library Official 🔻	Full ▼	Full -	Full 🔻

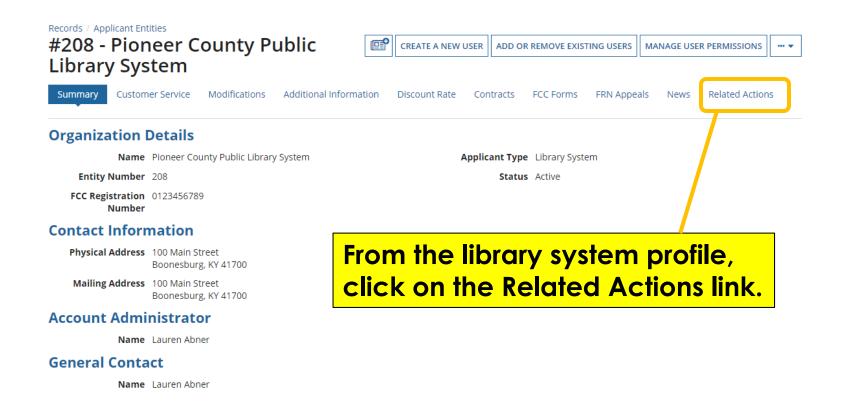
On the grid of user permissions, change the 498 Permission for the appropriate user, then click on Submit.

Form 498 Walkthrough

# Locating the Form 498 in EPC



### **Related Actions**



### Create FCC Form 498

Records / Applicant Entities

#### #208 - Pioneer County Public Library System



Summary

Customer Service Modifications Additional Information Discount Rate Contracts

FCC Forms

Related Actions

- Create a New User
  - This function allows you to create a user for your entity.
- Add or Remove Existing Users

This process allows user to add and remove users from an organization

**Manage User Permissions** 

This function allows you manage the permissions for one or more users.

**Manage Organization** 

This function allows you to update information about an entity or

**Modify Account Administrator** 

This process allows you to transfer the Account Administrator fund

**Create a Customer Service Case** 

This function allows you to submit a question about an E-rate form submit a specific request or an attachment.

**Manage General Contact** 

This function allows you to designate the general contact for your entity.

**Manage Organization Relationships** 

Process to relate an Organization to another Organization

Create FCC Form 470

This function allows you to create an FCC Form 470 for your entity.

Create FCC Form 471

This function allows you to create an FCC Form 471 for your entity.

Create FCC Form 498

This function allows you to create an FCC Form 498 for your entity.

Create FCC Form 486

This function allows you to create an FCC Form 486 for your entity.

Click on the Create FCC Form 498 link.

# Form 498 – 1<sup>st</sup> page

#### Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

#### Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit -

	Enter a nickname on this page—that is the only information you should enter. Leave  Mailing Address  100 Main Street Boonesburg, KY 41700 Federal EIN, or TAX ID IT  Then click on the Save and Continue button.
Once 'Save and Continue' is clicked, you will be able to leave the form without losing any 'Tasks' tab.  DELETE FORM	ntered information from this page. To return to the in-progress form, locate n under the  SAVE AND CONTINUE

# General Financial Contact (1/2)



#### Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form and remittance information for the organization. All BENs associated with this organization and banking/remittance info School or Library Official certification.

#### Pioneer County Public Library System - Pioneer County Public Libra 443000170

Basic Information

General Financial

Organization

Remittance Asso Information

Associate

#### General Financial Contact of Pioneer County Public Library System

#### Enter General Financial Contact \*

lauren



Lauren Abner

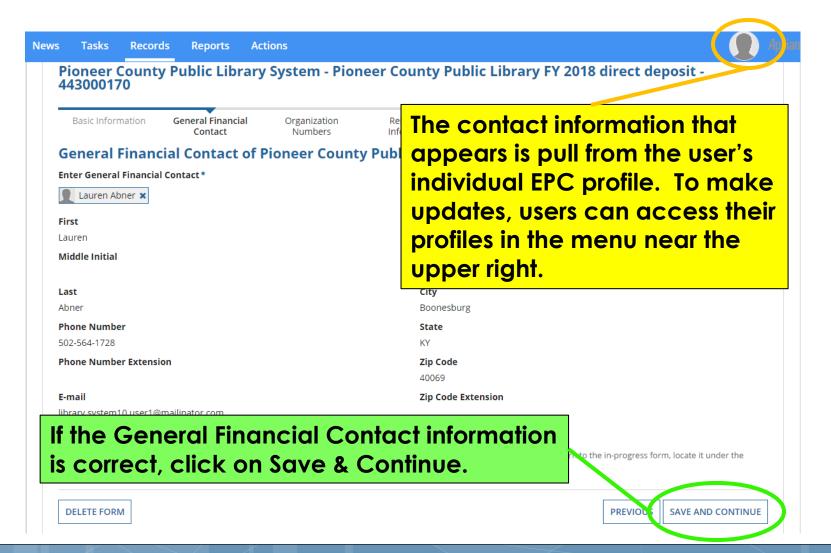
library.system10.user1@mailinator.com

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this 'Taske' tab.

DELETE FORM

Enter a name for the General Financial Contact (must be an EPC user). When you start typing, the name should pop up—click on it, and the system will pull the contact information from the user's EPC profile.

# General Financial Contact (2/2)



### Federal EIN and DUNS numbers

#### Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit - 443000170

Basic Information General Financial Contact Organization Numbers Information

Further Details
Federal Employer Identification Number \*

555555555

Dun and Bradstreet Number (DUNS) \*

666666666

FCC Registration Number

Enter the library's Federal Employer Identification Number (EIN) and data universal number system number (DUNS). Don't use dashes, hyphens, or spaces.

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

**DELETE FORM** 

0123456789

PREVIOUS

SAVE AND CONTINUE

# Remittance Information

Remittance Contact  Is the Remittance Contact the same as the General Financial Contact?  Yes	will receive e-mail notifications when E-rate reimbursements have been approved/rejected. The Remittance
Contact Information  First Name  Lauren  Last Name  Abner  Middle Initial  Title  KDLA Technology Consultant	Contact does NOT have to be an EPC user. If the General Financial Contact and Remittance Contact are the same person, check the box and the contact information will auto-populate.
Financial Information	
Remittance Financial Institution *	Financial Institution Account Number for ACH *
Community Bank of Pioneer County	111111111
ACH Financial Institution Transit Number •	Please ensure any "0"s at the front of your financial institution account number are included.
999999999  Please ensure any "0"s at the front of your ACH financial institution transit number are in	
Enter the name of the lands transit (routing) number number where direct of	library's bank, the er, and the account

### Additional BENs – Leave Blank!

SAVE DRAFT

#### Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

#### Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit - 443000170

Basic Information	General Financial	Organization Numbers	Remittance Information	Associated BENs	Principal Communication Tvges	School or Library Official Certification
Block 14: Billed En	tity N DO	N'T add	l any ac	dition	al	
If you are an entity that has chose	en to rec		_		ited with this F	CC Form 498.
Billed Entity Number	BEN	is on th	is page.	. The		
208						
Add Additional BEN Number	libr	ary sysi	em Bille	ea Entit	y	
	— Niii	mher ha	andles i	nvoicir	na 💮	
Add to List	1401		ariaics ii		<b>'9</b>	
Once 'Save and Continue' is clicke	ed, you w	behalf (	of all the	e librar	y ate it under th	e 'Tasks' tab.
	bro	nches.				
DELETE FORM					PREVIOUS	SAVE AND CONTINUE

### Service Identification

SAVE DRAFT

#### Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

#### Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit - 443000170

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs

ed BENs Principal

Communication Types

School or Library Official Certification

#### Service Identification

Principal School/Library or other Billed Entity Recipient

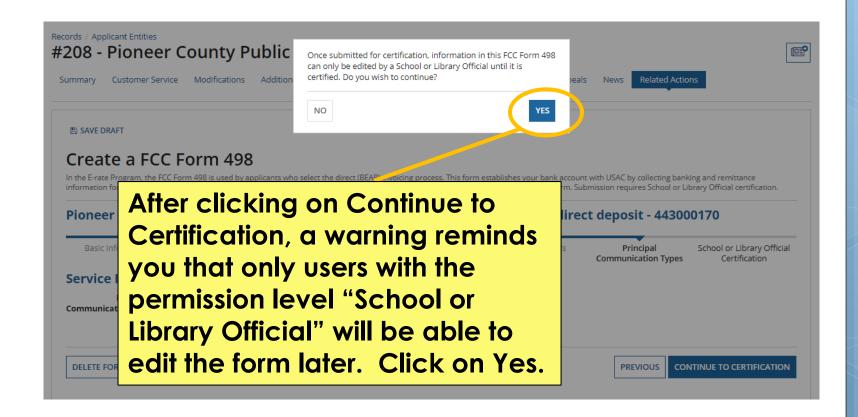
Communication Type

DELETE FORM

No additional information needed—click on Continue to Certification.

PREMO(IS) CONTINUE TO CERTIFICATION

## Continue to Certification



### **Review Data**

SAVE DRAFT

#### Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This information for the organization. All BENs associated with this organization and banking/remittance information

#### Pioneer County Public Library System - Pioneer County Public L

Basic Information

General Financial Contact Organization Numbers

Remittance Informa

#### **Review Data**

Please carefully review the data entered on the form for accuracy.

FCC Form 498 #443000170

have reviewed this form and have determined the information to be accurate.

I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.

Persons with ally making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended, 47U.S.C. Secs. 20(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

checkbox to certify you. FCC Form 498 Pioneer County Public Library FY 2018 direct deposit

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded

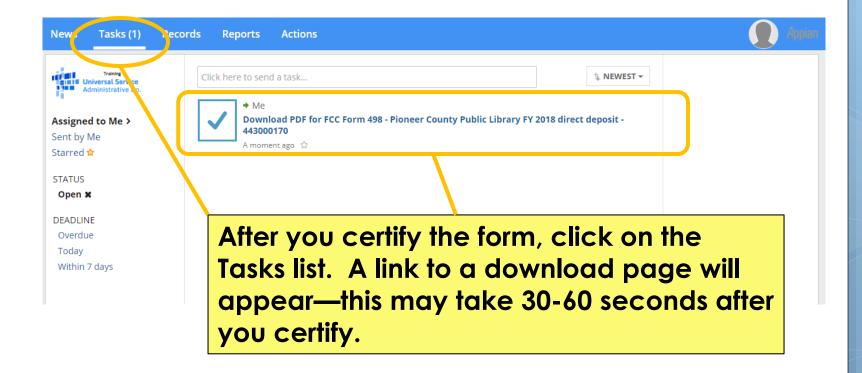
REJECT AND DELETE FORM

If the information on the draft form is correct, check both boxes. Then click on the Certify button.

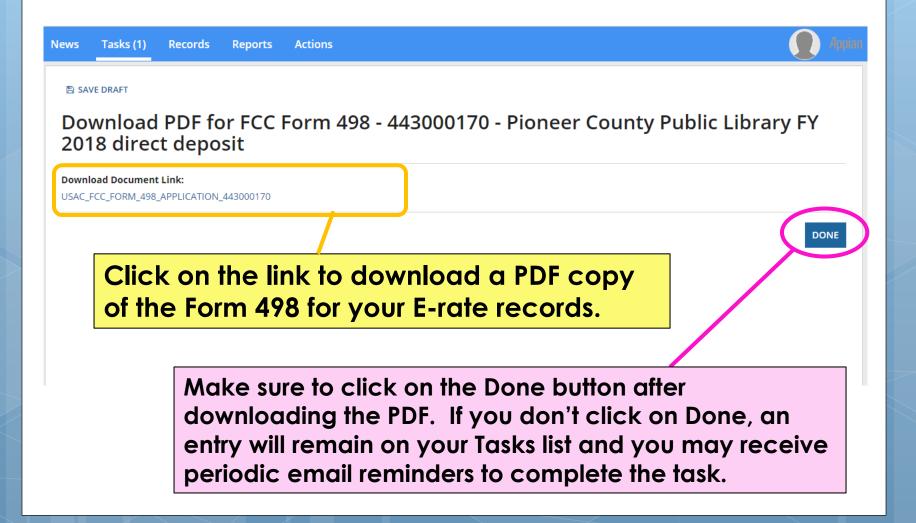
Click on the hyperlink with the FCC Form 498 #. A separate window or tab will open so you can doublecheck what you entered. Click on the Previous button to go back and make changes.



### Download link on Tasks List



### Download link on Tasks List



# Your library's Form 498 ID



FCC FORM 498

Form #443000170

Pioneer County Public Library FY 2018 direct deposit

Page 1 of 2

Form 498 IDs are nine-digit numbers starting 443.

#### **Organization Information**

Name: Pioneer County Public Library System
Mailing Address: 100 Main Street Boonesburg,

KY 41700

**Doing Business As:** 

Federal EIN: 55555555

**Dun and Bradstreet Number (DUNS):** 

66666666

FCC Registration Number: 0123456789

#### Remittance Contact

Same as the General Financial Contact?:

Name: Lauren Abner

Title: KDLA Technology Consultant Phone Number: 502-564-1728 Ext

**Email Address:** 

library.system10.user1@mailinator.com

**Holding Company** 

Name:

Federal EIN:

Your library's Form 498 ID is listed on the copy of the form you download from the Tasks list. You'll need this number to validate your library's banking information. Once the banking information is approved, the Form 498 ID will automatically appear in a dropdown on your library's BEAR forms.

ACH FINANCIAI INSTITUTION NUMBER:

XXXXXXXX

Financial Institution Account Number for ACH:

XXXXXXXX

# Validation of Banking Information

### **Documentation to Provide**

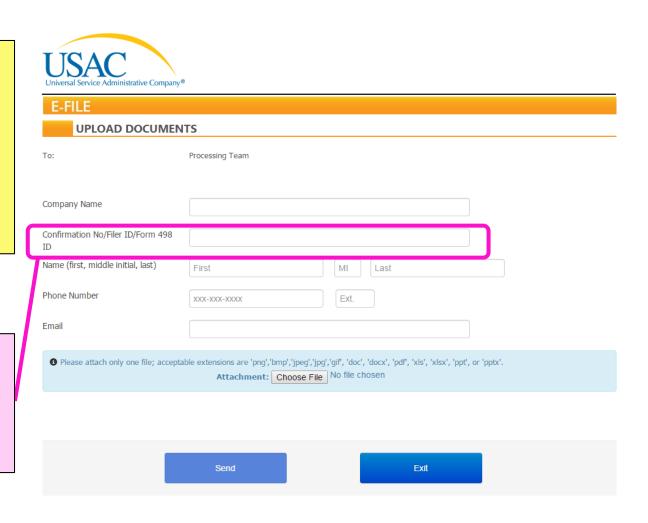
- You'll need to send at least one of the following to USAC after certifying your Form 498:
  - o First page of a banking statement that clearly indicates the library name, bank name, transit (routing) number, and account number; OR
  - Voided check that indicates the library name, bank name, routing number and account number.

### **Upload Banking Documentation**

https://efile.universalservice.org/ContributorManagement/V1/BankValidation

After certifying the Form 498, you should upload banking documentation as soon as possible (preferably immediately!).

This field requests the library's Form 498 ID found in the upper right corner of the certified form.



### **Email Notification**

From: USAC Customer Support [mailto:customersupport@usac.org]

Sent: Tuesday, June 21, 2016 4:59 PM

Subject: Banking Information Required for 498 ID (SPIN)

Send USAC a clear image of a voided check or a statement from your financial institution.

View this message as a web page



Helping Keep Americans Connected | www.usac.org

#### Banking Information Required for 498 ID

.

We have begun reviewing your FCC Form 498 application for an eneed additional information in order to issue your 498 ID to be used on your BEAR\* invoice:

- 1. A clear image of a voided check, or
- 2. A statement from your financial institution that includes the bank name and your account number.

Please submit the documentation online. In the form, provide this information:

- Confirmation No./ Filer ID / Form 498 ID: 443
- Company Name:

If you need further assistance, please call us, Monday through Friday from 9:30 am to 4:30 pm ET, at (888) 641-8722 and select option 5, then Option 2, or email us any time.

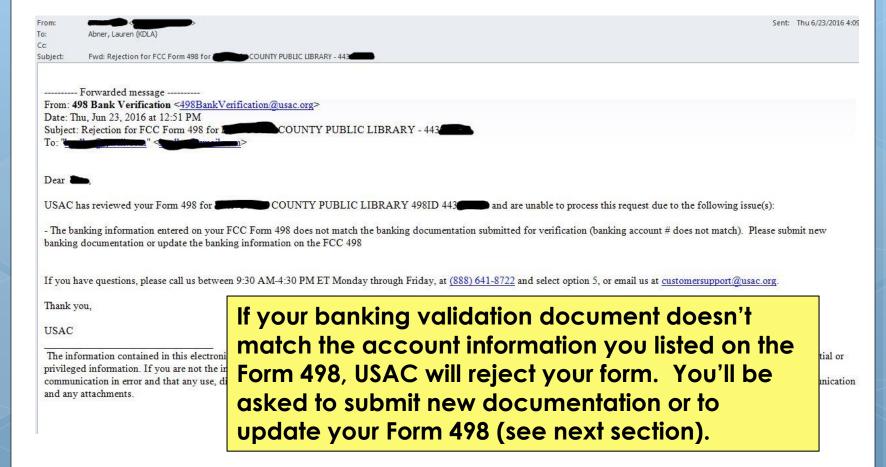
Thank you,

USAC Customer Support (888) 637-6226; <u>finopsprocessing@usac.org</u> usac.org/sl

\*Billed Entity Applicant Reimbursement (BEAR) for the Schools and Libraries (E-rate) Program

If you have not uploaded your documentation, you may receive an email notice from USAC directing you to do so.

# Form 498 Rejection Notice



# Form 498 Approval (1/2)

- Once the banking documentation is approved, USAC will send a confirmation email from <u>498Bankverification@usac.org</u>. Usually in 1-2 business days, your library's Form 498 ID will appear in Block 1 on BEAR Forms.
- USAC will maintain your documentation only as needed to validate your banking information or as required by the Federal Communication Commission's records requirements. These documents will otherwise be destroyed.

# Form 498 Approval (2/2)

---- Forwarded Message -----

From: "498Bankverification@usac.org" <498Bankverification@usac.org>

To:

Sent: Wednesday, October 25, 2017 11:59 AM

Subject: Your 498 ID is Approved

The approval notice may have a subject line like, "Your 498 ID is Approved".

Now you can receive payments from the E-rate Program.



Helping Keep Americans Connected | www.usac.org

#### Your 498 ID is Approved!

Dear (

We finished verifying the banking information for LIBRARY, and your 498 ID (SPIN) is now approved and ready to use on your BEAR\* invoice!

Your 498 ID number is 443

Log into the legacy Apply Online system to start the BEAR invoicing process.

If you need further assistance with your Form 498 ID, please call us, Monday through Friday from 9:30 AM to 4:30 PM ET, at (888) 641-8722 and select option 5, then Option 2, or <u>email us</u> any time. For assistance with invoicing, call (888) 203-8100 or <u>Submit a Question</u> online.

Thank you,

USAC Customer Support

Form 498 ID help: (888) 637-6226; FinOps-Processing@usac.org

Invoicing help: (888) 203-8100; Submit a Question

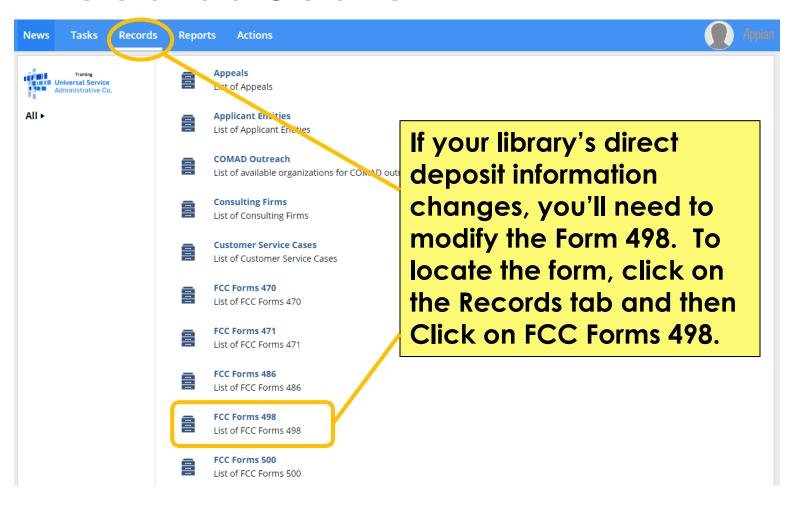
usac.org/sl

\*Billed Entity Applicant Reimbursement (BEAR) for the Schools and Libraries (E-rate) Program

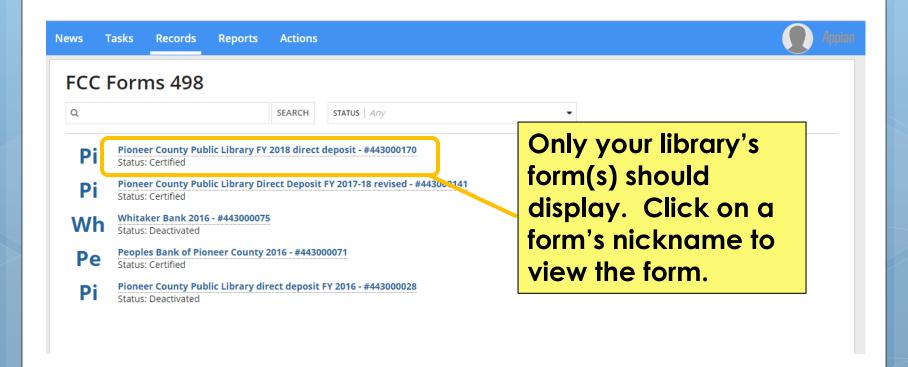
# Modifying a Form 498

Necessary only if your library's remittance information changes.

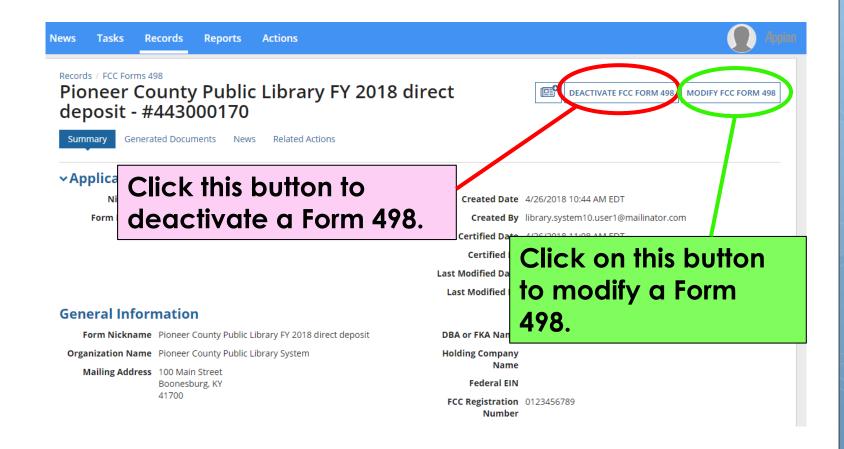
### Records Search



# View List of Your Form(s) 498



# Deactivate or Modify Form



# Modifying the Form

#### Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

#### Pioneer County Public Library System - Pioneer County Public Library FY 2018 direct deposit - 443000170

Basic Information	General Financial Contact	Organization Numbers	Remit Inforn	
Application Nickname Please enter an application nickname here *				You'll certify the form
Pioneer County Public Library FY 2018 direct deposit				again—just like when you
Organization Information				completed it the first time.
Pioneer County Public Library System  Name Company is Doing Business As (DBA) or Formerly Known As (FKA)			KA)	You MUST resubmit a
Holding Company Name				verification document.

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

CANCEL

SAVE AND CONTINUE

## **Contact USAC**

- Form 498 approval questions:
  - USAC Customer Operations: 1-888-641-8722
     option 4
  - All other E-rate invoicing or general issues:
    - USAC Client Service Bureau: 1-888-203-8100.
      - File a customer service case in the <u>E-rate</u>
         <u>Productivity Center (EPC)</u>

# Questions?



**Lauren Abner** 

**Technology Consultant** 

lauren.abner@ky.gov

(502) 564-1728



This project was made possible in part by the Institute of Museum and Library Services.